

Management Officer

16 November 1949

Chief, Administrative Staff

Time and Attendance Reports

1. Reference your memorandum on the above subject dated 20 October 1949, it is recommended that no changes be made in the present procedure of maintaining Standard Form No. 1130.

2. There are a number of things involved should the suggestions in your paragraph 2, be adopted. The "pre-heading" by the Fiscal Division would require an additional set of addressograph plates initially costing about \$125.00. There are approximately 200 changes each pay period, and the cost for the plates alone would run about \$15.00 per year. In addition, a new cabinet, costing approximately \$150.00, would be needed to store these plates. Other costs that should be taken into consideration would be the time required by one employee of Fiscal to imprint the information, which would take about two days per pay period. In addition, there would be the courier and delivery service to Reproduction plus costs of multilithing and again redistributing.

3. The Time and Attendance Report is not designed to credit and carry balances of an individual's sick or annual leave. Sick leave is accrued on a monthly basis and to break down the leave on a bi-weekly basis would necessitate the time and attendance clerks' crediting fractions due to the difference in the number of days in the months, and would require several times the hours spent in the present preparation. Further, the employee's annual leave account is on a calendar-year basis, and the form does not permit carrying over such a balance. An employee may accrue only 208 hours of annual leave for the calendar year, and, here again, should leave be credited on a bi-weekly method, it is possible that many clerical errors could be made. Further, of the approximately 100 time and attendance clerks, very few maintain a duplicate leave slip. Your suggestion would necessitate maintaining books that would have to be referred to and would require additional time by the time and attendance clerks.

4. Time and attendance clerks would have to become familiar with public laws, decisions of the Comptroller General, the Civil Service Commission, and agency regulations, etc. in order to maintain properly an individual's

Time and Attendance Reports - 2 -

16 November 1949

leave record. The decentralized system would necessitate notifying the offices of leave transcripts from other agencies and would cause considerable confusion in the Personnel Division inasmuch as they would have to ascertain and keep a record of all time and attendance clerks throughout the agency. It takes a clerk only about one-half minute to type the pre-heading on a Form 1130. This is approximately 50 hours a month for the 100 clerks and this work is usually done in addition to their other duties. Should they care to, a carbon or two could be made at one time and used for the successive pay periods.

5. It is recommended that no changes be made in the present procedure. As outlined above, such changes would cause additional work in the Fiscal Division, Reproduction Branch, OCD courier service, and probably treble or quadruple the time at present spent by the designated time and attendance clerks.



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